

Town Clerk/Land Use Administrator

The Town Clerk oversees the day-to-day operations under the direction of the town Manager. Work is performed in accordance with the charter, ordinances and general law, and requires initiative, judgment, and ability to work effectively and independently with the public and other officials. It requires the ability to sit at a workstation for extend periods, climb stairs, and carry up to 25 lbs.

PRIMARY RESPONSIBILITIES

1. Prepares meeting agendas as assigned assuring they are posted where required, assembling meeting material, and attends Town Council Meetings, Board of Adjustment Meetings, and Planning Commission Meetings.
2. Prepares Town Council, Board of Adjustment, and Planning Commission minutes for committee approval at the next meeting; and posts minutes to website once approved.
3. Maintains and preserves all permanent town records.
4. Posts necessary information to the town website and provides overall maintenance to the website.
5. Plans and supervises the conduct of all elections; prepares polls, ballot boxes, voting machines and ballots; instructs election officials as to election laws and procedures; issues absentee ballots; processes all election ballots and reports results to the State Board of Elections; supervises all voter registration functions and provides support to the Board of Election.
6. Validate official documents; oversees posting of official notices, ordinances, and advertisements; records papers with federal, state, and county governments as needed; swears in municipal officials as necessary.
7. Completes advertising of required notices such as public notices, bids, tax appeals, contracts, and elections.
8. Prepares all billing and processing of payments.
9. Works with Town Solicitor to prepare properties for monitions.
10. FOIA Administrator.
11. Review, calculate, and issue all building permits for the Town.
12. Assist with the Comprehensive Plan updates and amendments.
13. Review and process all Land Use applications.
14. Administers the zoning, land development and subdivision regulations for the Planning Commission and the Town.
15. As the zoning official, enforces all applicable Town of Camden zoning codes; coordinates the enforcement efforts with the building official, planning department, town engineer, department of public works, and other local officials responsible for the enforcement or execution of elements of the local regulations.
16. Meets with applicants and assisting in the development of the applications, coordinating all proposed land development projects and subdivisions with applicable federal, state and local laws.

Qualifications

Bachelor's degree from an accredited four year college or university with course work in planning; or any equivalent combination of experience and training which provides the required knowledge, skills and abilities.